



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C 691

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Anne Arundel County **DIVISION** FMD
Central Services

Item No.	Description	Retention
1.	<u>General & Correspondence Files</u> These files contain general information, copies and duplicates of letters and memos (daily diaries)	Retain 3 years, then destroy.
2.	<u>Space Studies</u> Independent studies of future space needs for Anne Arundel County facilities	Retain Permanently. Review every 10 years for transfer to State Archives.
3.	<u>Personnel Files</u> A. Leave Requests Requests for all annual, sick, funeral, military, unpaid, and other leave. B. General General personnel information to include but not limited to Reprimands, evaluations, letters of accommodation, etc.	Review annually, purge mat'l no longer needed for current reference. Retain 3 years after termination then destroy.
4.	<u>Time Sheets</u> Time sheets employees fill out and sign indicating worksites, overtime, regular hours, annual, holiday, sick and unpaid time.	Retain for 3 years then destroy.

Schedule Approved by
Records Management Officer

5/1/92
Date

Ronald C. Sullivan
Signature

Schedule Approved by
Chief Administrative Officer

Date

Signature

Dennis H. Barber

Schedule Approved by
Agency, or Division Representative

4/29/92
Date

Robert P. Reynolds
Signature

Schedule Approved by
State Archivist

Date

Signature

JUL 30 1992
Edward C. Papenfuss

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Item No.	Description	Retention
5.	<u>Hours Register/Overtime Report (Non-record)</u> Duplicate copies of reports received from the Payroll Department of FMD employees hours worked, leave usage, overtime, etc.	Retain 2 years, then destroy.
6.	<u>Cost Center Reports & Appropriation Summary & Transaction Listing (Non-record)</u> Duplicate records on division expenditures supplied by the Office of Finance.	Retain 2 FY then destroy.
7.	<u>Billings & Service Requisitions</u> Invoices, Requisitions, Various monthly bills, and related paperwork.	Retain 3 FY, then destroy.
8.	<u>Capital Projects</u> Projects funded through Capital money rather than the operating budget.	Review annually, purge mat'l no longer needed for current reference.
9.	<u>Meeting Minutes</u> Notes kept for reference on various FMD meetings.	Retain Permanently. Periodically transfer to State Archives.
10.	<u>Installation Files</u> Files contain information on renovations, repairs, etc. Also includes request for special projects, and a history of problems or concerns.	Review annually, purge mat'l no longer needed for current reference.